

## **Minnesota Judicial Branch**

### **Position Announcement**

#### **State Court Administrator**

##### **Announcement**

The Minnesota Judicial Branch seeks an experienced and visionary leader to serve in the critical role of State Court Administrator. The Minnesota Judicial Branch is a national leader in efficient and effective court administration, access to justice, and innovative service to the public. The position of State Court Administrator is appointed by the Chief Justice of the Supreme Court, in consultation with the Judicial Council, and serves at the pleasure of the Judicial Council. The Judicial Council is the 25 member administrative policy-making body for the judicial branch and is chaired by the Chief Justice.

The Minnesota Judicial Branch is a fully state funded court system comprised of three (3) levels of court: the Supreme Court, Court of Appeals and eighty-seven (87) county-based district courts organized for administrative purposes into ten (10) judicial districts. Minnesota courts have 315 elected judges, 2500 employees and an annual budget of approximately \$276 million. The courts handle 1.7 million cases annually and operate in over 100 locations across the state.

##### **The Position of State Court Administrator**

As the senior administrator of a highly complex and innovative organization, the State Court Administrator works closely with the Chief Justice and members of the Judicial Council in order to set the strategic direction for the branch. As a non-voting member of the Judicial Council, the State Court Administrator assists the Judicial Council in critical policy-making to support branch strategic priorities. The responsibility to implement these policy-making decisions resides with the State Court Administrator who provides leadership and oversees administrative operations to achieve the Judicial Council goals.

The position has oversight over the State Court Administrator's Office, which provides central administrative infrastructure services for the branch through a number of divisions and offices including: Information Technology, Finance, Human Resources, Court Services, Legal Counsel, Education and Organizational Development, Court Information, Intergovernmental Relations and the Executive Office. The State Court Administrator's Office employs approximately 210 staff.

The State Court Administrator also has a number of advisory workgroups and committees of judges and administrators that provide recommendations and advice for policy-making, business practice change, and service delivery.

The State Court Administrator advocates for the branch with the legislative and executive branches and interacts on behalf of the Chief Justice and Judicial Council with various constituencies including the bar, state and local justice system partners and citizen groups.

### **Qualifications**

The successful candidate must have significant public sector senior-level leadership experience. The individual must be able to thrive in a demanding, fast-paced environment, navigate ambiguity, balance the needs of multiple stakeholders and provide innovative solutions to complex organizational problems. The individual selected must be able to work collaboratively with a wide range of stakeholders including judges, staff, legislators, justice system partners, and the public. The ideal candidate will possess the following background:

- Minimum of ten (10) years of public sector executive-level experience leading administrative functions including human resources, finance, training, technology, and legal counsel, with experience overseeing executive level positions, including the ability to develop a strong executive leadership team;
- Minimum of five (5) years of managerial administrative experience in the judiciary or a related legal setting;
- Oversight of a large and complex budget;
- Experience with public sector budgeting and finance processes, including the ability to advocate for and present budget and financial information to legislative committees or to a similar funding authority, and experience creating innovative solutions to manage public sector budget challenges;
- Ability to create a compelling vision for the future of court operations, as well as carry out the objectives of the Judicial Council on a day-to-day basis;
- Ability to manage multiple priorities, intense demands for results and accountability, and large amounts of information;
- Ability to build coalitions and collaborate effectively with both internal and external stakeholders;
- Ability to create and deliver major presentations to stakeholder groups to educate and inform about judicial branch activities;
- Experience implementing large-scale innovative solutions to complex organizational problems;
- Experience developing and implementing organization-wide strategic plans;

- Experience working with large governing boards;
- Experience working with elected officials;
- Juris Doctor from an ABA-accredited law school or Master's Degree in Judicial Administration or equivalent field required;
- Court Manager (CCM), Certified Court Executive (CCE), and/or NCSC-ICM Fellows Certification, preferred.

The State Court Administrator's Office is located at the Minnesota Judicial Center in Saint Paul, Minnesota. The Minnesota Judicial Branch offers a comprehensive benefits package including medical, dental, life, disability, pre-tax accounts and pension. All Minnesota Judicial Branch employment offers are contingent upon successful completion of criminal background check. The salary range is \$97,322-\$150,816 annually.

### **The Process**

Please submit your resume, cover letter, references, salary history and a writing sample (the writing sample should demonstrate your communication and advocacy skills, and be no longer than five (5) pages) by April 30, 2012 to [scarecruitment@courts.state.mn.us](mailto:scarecruitment@courts.state.mn.us) Electronic submission only, please.

The first round interviews will be held in early June 2012. Subsequent interview dates will be determined after the first round. The objective is to complete the selection process by July 1<sup>st</sup>, with a tentative August 9<sup>th</sup> start date.

Inquires may be directed to: Nancy Dietl Griffin, Human Resources Program Manager at 651-284-3367.